

ENGINEER-IN-TRAINING

DISTINGUISHING FEATURES

The fundamental reason the Engineer-in-Training position exists is to perform paraprofessional level civil engineering duties primarily in the technical evaluation of basic to moderately complex projects. This classification receives general supervision from Professional Engineers and reports to the Water Resources Director.

ESSENTIAL FUNCTIONS

Reviews development requests for conformance with engineering principles and practices, and for compliance with City, State, and Federal requirements governing the various engineering disciplines and issues. Recommends alternate design solutions to non-conforming plans.

Performs studies of a technical nature, with minimum supervision, and has the ability to write clear and concise reports.

Conducts basic to moderate engineering research. Prepares detailed engineering analyses.

Analyzes construction plans and related documents for improvement projects in the City.

Analyzes construction plans (improvement plans and building site plans) and related documents for all development, re-development, and improvement projects in the City.

Functions as a project manager for improvement plans from initial plan submittal through approval of the final plan, and through the construction phase.

Understands and applies City policies, codes, standards, design guidelines, Development Review Board stipulations, master plans, and State statutes and Federal requirements as they relate to development.

Applies specialized design guidelines in areas designated as Environmentally Sensitive Lands for Hillside, Upper Desert, and Lower Desert landforms, and in other specialized areas such as character districts and zoning overlays.

Maintains and updates physical and electronic improvement plan records.

Conducts field and site visits for plan verification and to evaluate potential edge relationship effects on adjacent projects.

Reviews title reports and legal descriptions for dedication and release of easements. Collects signed and notarized dedication documents for recording dedication and release of easements.

Understands and applies knowledge of mapping to reviews of final plats and maps of dedication.

Communicates with the public, developers, architects, and engineers. Uses meetings, telephone calls, and written correspondence to address questions and concerns and to provide technical assistance.

Effectively deals with customers and residents in managing conflict situations. Perceives and interprets customer and resident needs and translates them into effective solutions and operational policy.

Is an analytical thinker who demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes and work cooperatively and jointly to provide quality and consistent customer service. Adapts easily to new technology, procedural, and policy changes.

Attendance and punctuality are essential to this position.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Principles and practices of Civil Engineering as well as public works design standards, materials and construction; and of land development practices, review procedures and development-related issues and concerns demonstrated by work history.

Ability to:

Apply civil engineering principles and practices to work assignments.
Operate a variety of equipment and machinery requiring continuous or repetitive arm-hand movements.
Walk up and down stairs and over rough terrain.
Communicate effectively with the public in the explanation of federal, state and local regulations and requirements.
Establish and maintain effective working relationships with co-workers, supervisors, and the general public.
Enter data or information into a terminal, PC or other keyboard device.
Communicate effectively both verbally and in writing.
Listen and communicate effectively with a diverse group of people.
Prioritize schedule and work tasks and complete work within specified time periods and deadlines.

Education & Experience

Requires Registration as an Engineer-in-Training in the State of Arizona. Bachelor's degree in Civil Engineering or a closely related field, and experience in Civil Engineering design, construction, or project management is preferred. Some experience in civil plan review is desirable.

A valid Arizona Driver's License and no major driving citations in the last 39 months for all driving positions.

FLSA Status: Non-exempt

HR Ordinance Status: Classified